

# STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM



**CALIFORNIA  
AIR RESOURCES  
BOARD**



**CALIFORNIA ENVIRONMENTAL  
PROTECTION AGENCY**  
**OFFICE OF THE SECRETARY**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## WHO SHOULD APPLY

This is a transfer examination for the California Air Resources Board (ARB) and the California Environmental Protection Agency (Cal/EPA), Office of the Secretary. Competition is limited to ARB and Cal/EPA employees who meet the requirements to laterally transfer into the Staff Services Analyst (SSA) classification. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

## HOW TO APPLY

You must complete the SSA Request for Transfer Exam Form ASD-HRB 279 <http://arb.ca.gov/as/personnel/hrforms/asdhrb279.pdf>. The completed form should be e-mailed to [mzarate@arb.ca.gov](mailto:mzarate@arb.ca.gov). To ensure a timely response, please enter "SSA Transfer Exam" in the subject line. **Do not** submit the Standard State Application form.

**NOTE:** If you have a disability and need special testing arrangements, mark the appropriate box on the SSA Request for Transfer Exam form. You will be contacted to make specific arrangements.

**FILING PERIOD:** Continuous

**TESTING PERIOD:** Unsuccessful candidates may be tested only once during a twelve-month period.

## WRITTEN EXAM

The written exam will be given semi-annually. This administration will be conducted in Sacramento on July 25, 2008 and in El Monte on August 1, 2008.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

## SALARY:

**Range A: \$2724-\$3313 per month**

This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

## Range B: \$2950-\$3586 per month

This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

## Range C: \$3538-\$4300 per month

This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have equivalent of 18 months of satisfactory experience outside State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

## EXAMINATION INFORMATION

The examination will consist of a written test weighted pass or fail. A passing score on the written transfer exam is indefinite.

## WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

## ELIGIBLE LIST INFORMATION

A single, transfer eligible list will be established for use by all departments.

**QUESTIONS:** Questions regarding the SSA transfer exam policy can be addressed to [mzarate@arb.ca.gov](mailto:mzarate@arb.ca.gov). To ensure a timely response, please enter "SSA Transfer Exam" in the subject line.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**STAFF SERVICES ANALYST (GENERAL) TRANSFER EXAM**  
**JY20-5157 EXAM CODE: 8AR22**

**FINAL FILING DATE: CONTINUOUS**

**GENERAL INFORMATION**

**"The energy challenge** facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website at [www.arb.ca.gov](http://www.arb.ca.gov)."

**It is the candidate's responsibility** to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Martha Zarate at (916) 327-2954** three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

**The Air Resources Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

For specific examination questions, contact the Exam Unit at (916) 324-7196.  
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

